

The PQCR Process

Each district identified for the Adult Education Program Compliance and Quality Review (PQCR) monitoring is required to complete and submit by mail (**two weeks prior to the visit**) to the Connecticut State Department of Education (CSDE):

- the Adult Education Program Quality and Compliance Review Checklist (.doc);
- the Adult Education Statutory Attestation (.doc); and
- the PQCR Teacher Certification Form (xls).

These documents will be provided to adult education directors both in hard copy at the PQCR Orientation Meeting and electronically after the meeting. All documents are available on the CSDE website: <https://portal.ct.gov/SDE/Adult-Ed/Adult-Education-Program-Monitoring/Documents>

- An additional component of the monitoring process requires the submission of electronic survey forms to be completed by students, teachers, counselors and the director. The CSDE provides links to these survey forms electronically to each program. Completed student and teacher questionnaires should include all the mandated program areas as detailed in the Connecticut General Statutes 10-69 (a) and be representative of program sites and class times.
- An Orientation Session is held to provide an overview of PQCR process for the district's adult education director and appropriate staff. The director is notified as to the date, time and location of the orientation session.
- The CSDE requires that district responses to the monitoring forms, questionnaires and any other materials requested, arrive at the CSDE no later than **two weeks prior** to the scheduled on-site visit.
- Districts must submit **two** copies of the PQCR Checklist and the Statutory Attestation (one of each with original signature)
- All electronic student, teacher, school counselor and director surveys must be completed at least two weeks prior to the scheduled visit.
- A CSDE consultant from the Adult Education unit will contact the district's adult education director to arrange a pre-visit and/or to establish dates, times and scheduling details for the on-site monitoring review.
- Adult education checklist materials and statutory attestation documents must be available for review at the time of the monitoring visit and organized in a fashion that facilitates the monitoring review process. On the day(s) of the on-site review, please provide a specific and secure location for consultants to conduct interviews and to review the monitoring materials and documents.

For questions regarding the Adult Education Program Quality and Compliance and Review process, please contact Adult Education at 860-807-2130.